

SINGLE SAILOR PRE-DEPLOYMENT CHECKLIST

Are you ready for deployment?

- ☐ Have you arranged for care of your vehicle? Is anything going to expire while you're gone, i.e. storage, insurance, payments, etc?
- ☐ Is your Page 2, Emergency Data Sheet, up to date and in your service record? Have you designated someone as your SGLI beneficiary? Check with your Admin department.
- ☐ Do you have a will? See the Navy Legal Services Office (NLSO).
- ☐ Do you have someone with Power of Attorney? They can take care of business transactions on your behalf. Please use caution when giving this.
- ☐ Create a calendar with birthdays, anniversaries and holidays while you are away. Pre-purchase greeting cards as there might not be a great selection onboard the ship.
- ☐ Do your family and friends have your e-mail and mailing address?
- ☐ Do you have enough uniforms to last for at least six months? If you took an advancement exam prior to deployment, do you have new rating badges and accessories? Pack more uniforms than civilian clothes. Space is a premium.
- ☐ Create a shopping list of things you would like to have on the ship but can't buy in the ship's store. Do you have a camera, computer, game system or recreational gear that you can't get from the ship?
- ☐ Are you prepared for the seasonal changes that will occur while on deployment?
- ☐ Are you taking reminders of your family and friends, such as pictures and letters?
- ☐ Does your family have the command website and Ombudsman information?
- ☐ Do you have your Navy Cash Card set up?
- ☐ Are all your bills set up for payment while you're gone?

MARRIED SAILOR PRE-DEPLOYMENT CHECKLIST

Review the need for the following items and store the appropriate ones in a location known to you and your spouse.

- ☐ Know your spouse's Social Security Number and protect this number.
- ☐ Check the expiration date on your dependent military ID card(s). Have paperwork ready if they will expire while you're deployed.
- ☐ Complete the Navy and Marine Corps Relief Society pre-authorization form.
- ☐ Check the expiration date of your base decals.
- ☐ Make certain your dependents are enrolled in DEERS.
- ☐ Inform your next of kin of rights, benefits, and assistance.
- ☐ Make sure your Page 2, Emergency Data Sheet, is updated and in your service record.
- ☐ Complete a will (essential for both husband/wife) and file it in a safe place.
- ☐ Assign a Power of Attorney. Talk to the Naval Legal Services Office about what you need.
- ☐ Project an extended budget for the duration of the deployment. Command Financial Specialists (CFS) are available for assistance.
- ☐ Ensure you understand the Navy Cash Program. Consider split pay.
- ☐ Make specific checking and savings arrangements.
- ☐ Explain the nature and location of ALL important documents, i.e. insurance papers, wills, power of attorney, tax documents, etc.
- ☐ Inform family and friends of e-mail address and mailing address of your Sailor.
- ☐ Make the Ombudsman or family friends know who you want to care for your children in the event you (the spouse) cannot. Make family care plans as needed.
- ☐ Make certain your spouse knows the emergency services available and how to contact them. Make emergency numbers available and visible.
- ☐ Ensure the security of your home by checking the locks on doors and windows, checking fire alarms, and having a fire extinguisher available.
- ☐ Make sure routine maintenance will continue with vehicles and any home systems you have. Have trusted points of contact in the event repairs need to be made.
- ☐ Decide how often you will communicate. Purchase pre-paid international calling cards before leaving. The ship's system is AT&T.
- ☐ Discuss the deployment with children. Ensure they understand why you are going and when you will return. Let them express their concerns and feelings.
- ☐ If planning travel abroad, make certain your Passport and Visa (if needed) are in order.

EMERGENCY LEAVE

What is emergency leave?

Emergency leave is time-off granted when a verified personal or family emergency requires a member's immediate presence. But remember, emergency leave **is** charged against your regular leave account and Red Cross messages do not always result in the granting of emergency leave!

Emergency leave may be granted under the following circumstances:

1. When the return of a member will contribute to the welfare of an immediate family member who is near death, i.e. father, mother, persons who acted as parents, wife, children, brothers and sisters. It should be noted that this **does not** include uncles, aunts, cousins, nephews, nieces or grandparents unless they are the only living relatives.
2. Upon death in member's immediate family or in the spouse's immediate family.
3. When an accident or serious illness within a service member's immediate family results in a serious family problem and imposes important responsibilities on the service member which must be met immediately and cannot be accomplished without the service member's presence.

Family members are encouraged to request assistance in emergency situations from the American Red Cross. The local Red Cross chapters can notify the command and the service member of the emergency and assist in verification if necessary. Please refer to the American Red Cross page of this booklet to contact them.

The command makes the final decision.

AMERICAN RED CROSS

1-800-660-4272

1-800-951-5600

Atsugi Office 264-6794







After Hours 264-3100

www.redcross.org



The American Red Cross assists personnel and their families in times of peace and conflict. The Red Cross works closely with the military services to provide programs relating to the health, welfare, recreation, and morale of military personnel and their families.

Red Cross services are provided by paid and volunteer staff at offices on military bases and in civilian communities through local Red Cross chapters. These services include the following:

-  Emergency communications regarding illness, death, or other family emergencies
-  Health and welfare inquiries
-  Emergency financial assistance
-  Information, referral, and advocacy
-  Health and safety courses
-  Volunteer opportunities

Around the clock and around the world, the American Red Cross is standing by to help you 24 hours a day, every day.

FLEET AND FAMILY SUPPORT CENTER



The Fleet and Family Support Center (FFSC), located on every base, serves as an information and assistance center for military personnel (active and retired) and their families.

Services provided include:

- o Welcome Aboard Brochures
- o Hospitality Kits
- o Personal Financial Management
- o Transition and Spouse Employment Assistance
- o Deployment Services
- o Family Advocacy and Sexual Assault Victim Intervention
- o Relocation and Information & Referral
- o Individual Marriage & Family Counseling
- o Life Skills Education
- o Ombudsmen Support

For additional information or to see about free classes, which are now offered at extended hours on certain nights of the week, call one of the numbers below or visit your base's homepage and look for the FFSC tab.

FLEET AND FAMILY SUPPORT CENTERS:

NAS Atsugi 264-3628/4189

http://cnic.navy.mil/regions/cnrj/installations/naf_atsugi/ffr.html

NAS Yokosuka 243-3372

http://cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka.html

Zama Army Community Service 263-4357

<http://zama.armymwr.com/pacific/zama/programs/army-community-service>

FAMILY ADVOCACY AND CHILD ABUSE



The Family Advocacy Program (FAP) is a Department of Defense Program for the prevention, education, intervention, and treatment of child physical and emotional abuse, child neglect, child sexual abuse, and spouse abuse. The goal of the program is to educate and prevent abuse.

All 50 states, the Federal Government, and the Navy require that child abuse be reported. You are expected to report such cases, as children are defenseless against such abuse. Neighbors, family, friends, acquaintances, co-workers, teachers, child care workers, medical personnel, law enforcement, and commands (including Ombudsmen) are expected to report such suspected activity. Individuals are innocent until proven guilty, but children are defenseless, and as such, are stringently protected under federal law and by naval regulations. Report all suspicions of neglect or dangerous situations immediately.

Children are only removed from the home by County Child Protective Services or law enforcement officials if a life-threatening condition is suspected. **The Navy Family Advocacy Program DOES NOT remove children.**

NAVY FAMILY ADVOCACY PROGRAM

NAS Atsugi	264-4188
CFA Yokosuka	243-7878
Zama Army Base	263-4357

CHAPLAINS



The United States Navy Chaplain Corps represents a number of faith groups. In addition to conducting religious services and administering the rites and sacraments of their respective faith groups, they are also available for pastoral counseling relating to marital, personal, substance abuse, growth, and adjustments issues. Close liaison is maintained with other helping agencies in the Navy and the community. The chaplains can be a source of immediate assistance as well as a referral to appropriate community resources.

AREA CHAPLAINS

CVW-5	264-4326
NAS Atsugi	264-3202
CFA Yokosuka	243-7858
Zama Army Base	263-4898 090-8050-8932

During this deployment the Chaplain's Office, in coordination with the Family Literacy Foundation, will be offering the opportunity to shipmates with children to sign up for the "United Through Reading Program" which, simply put, is the videotaping of the deployed parent reading a book to their child(ren). This provides another link for families to communicate and keeps them from feeling so distant from each other.



WHERE TO TURN FOR HELP

IF YOU NEED HELP WITH...	FFSC	NMCRS	RED CROSS	CHAPLAIN	OMBUDSMAN	NLSO	MEDICAL TRI-CARE
Child Care Advice	X				X		
Command Schedule					X		
Contacting your Sailor in case of an emergency			X	X	X		
Coping with deployment	X		X	X	X		
Drug or alcohol problems	X			X			
Employment assistance	X						
Family counseling	X		X	X			
Financial help		X	X				
Food stamps	X						
Injury or accident					X		X
Legal issues						X	
Notary						X	
Power of attorney						X	
Religious assistance				X			
Tax assistance	X					X	
Volunteer opportunity	X	X	X				

FFSC - Fleet and Family Service Center
 NMCRS - Navy and Marine Corps relief Society
 NLSO - Navy Legal Services Office

OMBUDSMEN

The CVW-5 Ombudsmen are the primary link between the spouses and the command during deployment. They are a source of reliable information and can refer you to the people who can help with your problems. However, the Ombudsmen will not **assume** responsibility for your problems.

The Ombudsmen can:

- * Serve as a reliable source of information - remember they have direct access to the command.
- * Pass on information to the command.
- * Maintain a high degree of confidentiality and bring items to the command's attention when necessary.
- * Refer people in need of assistance to various helping agencies such as the American Red Cross, Family Service Centers, Navy & Marine Corps Relief Society, or agencies out in town.

The Ombudsmen cannot:

- * Provide or recommend baby-sitting services (this has legal implications for the command and the Navy).
- * Provide transportation of any sort (this also has legal implications).
- * Approve emergency leave or bring spouses home.
- * Move you into housing.

Ombudsmen information:

CVW-5

Heather Barrera
CAG5ombudsman@gmail.com

VFA-115

Michelle L. Hill
ombudsmanvfa115@gmail.com
080-4680-1239

NAF ATSUGI

MS. Reedy
080-2074-2872



IMPORTANT NUMBERS

EMERGENCIES: 911 (POLICE, FIRE, AMBULANCE)

My name is: _____
My address is: _____
My phone number is: _____

Mom's work Phone #: _____ Ask for: _____
Work Dept: _____ Supervisor: _____
Address: _____ Work division: _____

Dad's work Phone #: _____ Ask for: _____
Work Dept: _____ Supervisor: _____
Address: _____ Work division: _____

Our Doctor Name: _____
Phone #: _____ Address: _____

Friends/
Neighbors Name: _____ Phone #: _____
Name: _____ Phone #: _____
Name: _____ Phone #: _____

Emergency Name: _____ Phone #: _____

School Name: _____ Address: _____
Phone #: _____ Nurse's name: _____

Apartment or Condominium Manager or Maintenance Person

Name: _____ Address: _____
Phone #: _____

Relatives Name: _____ Phone #: _____
Name: _____ Phone #: _____
Name: _____ Phone #: _____

Church/
Synagogue/
Temple Name: _____ Phone #: _____

Poison Control Phone #: _____



COMMUNICATION

How do I contact my loved one on the ship?

E-MAIL: E-mail is the best and quickest way to communicate with your loved one, but keep in mind that it is processed through official channels and privacy is not always guaranteed. Although the system is monitored you can expect that normally no one else but your Sailor will read it. Certain security measures and the ship's schedule will also cause e-mail to be down temporarily, but never for an extended period of time. All squadron personnel are allowed to have an e-mail account while onboard and you should make sure to get the address before deployment. Write it here:

_____@cvw5.navy.mil



If you do not have your own e-mail access at home, you may use the connections on base or local libraries, the USO, or FFSC in your city and/or base.

SNAIL MAIL: Regular mail can be sent to your Sailor while on deployment at their squadron address which includes the squadron name, its unit number, FPO AP or FPO AA, plus the zip code. Make sure to get the correct mailing address from your Sailor before deployment. Write it here:



Rate, First, MI, Last Name
VFA-115
UNIT 200137 BOX XX
FPO AP 96601



SAILOR'S PHONE: A commercial telephone system is installed onboard for the morale and welfare of the crew. The system can only be used to call out, but is usable worldwide. To utilize the Sailor Phone, the service member can use an AT&T calling card. The AT&T Prepaid Cards can be purchased from the ship's store and phone card dispensers located next to the ship's Soda Machine Island on the mess decks at a cost of \$20 for 20 minutes. The phone system is part of a commercial satellite system and thus far has proven to be very reliable, but if this system should fail, phone access will not be available until successful repair.

EMERGENCIES: In case of an emergency or urgent matter that needs immediate attention you can contact your Ombudsman for assistance in contacting your Sailor at sea.

CARE PACKAGES

A care package is exactly what it sounds like - a little bit of home that says, "I love you; I'm thinking about you." With just a little planning, they can be a great link over distances. Care packages are also morale builders during a deployment. Speculation and excitement run throughout an entire ship when just one package arrives. While shipboard life today is relatively comfortable - many have facilities similar to a small exchange - the one rare commodity is privacy. With this said, be careful about what you send as it will undoubtedly be seen by a number of people.

MAILING TIPS

- * UPS WILL NOT ACCEPT PACKAGES ADDRESSED TO FPO. But they do offer a free care package kit which includes two boxes, packing material, tape and postage.
- * USPS is the best option. Priority mail is the fastest. Flat rate boxes provide the best value and fastest shipping.
- * The package cannot weigh more than 70 pounds and must not exceed 108 inches in combined girth (all the way around the center) and length.
- * Pack everything snugly so that it doesn't move around and try to distribute the weight evenly so one side is not heavier than the other.
- * If cookies are not packed tightly in their containers and then well cushioned, you might get an email about the lovely crumbs you sent.
- * Put an extra address card INSIDE the box before you seal the package. If the box should be damaged, and neither address on the outside can be read, it will be opened by the post office. If they can't find where it should go from the contents, the whole package goes to the dead-letter bin.
- * Don't send anything that is highly perishable: there's no refrigeration available.
- * Although a two to three week space between mailing and receiving a package is normal, it could take as long as six to eight weeks.
- * Be sure that if you are sending a package for a special occasion you mail it as soon as possible so that it arrives on time.
- * Do not send aerosols (i.e. shaving creams, some hairsprays, etc.) or liquids in glass containers.

CARE PACKAGE IDEAS

Cookies, fudge, brownies, magazines/books, personal hygiene items/toiletries, newspaper clippings, pictures, candy, greeting cards, joke/cartoon books, baby wipes, Tylenol/aspirin, health food snacks, jerky, school work, coffee/tea, snacks, kids' report cards, kiddy art, crafts, DVDs/CDs, shoe insole cushions,

IDENTITY THEFT

What is Identity Theft?

Means of identification: any name or number that may be used, alone or in conjunction with any other information, to identify a specific individual, including any of the following:

- Name, social security number, date of birth, official state or government issued drivers license or identification number, alien registration number, government passport number, employer or taxpayer identification number
- Unique biometric data such as a fingerprint, voice print, retina or iris image, or other unique physical representation
- Unique electronic identification number, address or routing code
- Telecommunication identifying information or access device

Three types of Identity Theft:

- **Identity Cloning:** Imposter uses your info to establish a new life; they work and live as you to avoid something in their past.
- **Criminal Identity Theft:** Provides your info instead of their own when stopped by law enforcement
- **Financial Identity Theft:** Takes your personal data and uses it for their financial gain. MOST COMMON.

Identity Theft Protection:

- Check your credit report annually: FCRA provides one report annually at no cost.
- Guard your Social Security Number (SSN) and your Social Security Card
- Do not carry cards with your SSN on them
- Opt out of credit offers, call 888-5OPT OUT
- Shred documents with sensitive or identifying information
- Be suspicious of telephone solicitors
- Provide information over the phone only if you initiated the call
- If it sounds too good, it probably is
- Guard your incoming and outgoing mail by locking your mailbox
- Do not leave your mail unattended if you leave for a vacation
- Have firewall software on your computer (normally already installed with "Windows")
- Password Protect your important programs; i.e. checking/savings tracking software
- Change or update your password every six months
- Maintain software security updates to protect against viruses, spy programs, etc.

Useful Information:

- Credit reporting agencies:
 - Equifax Fraud 800-525-6285
 - Experian Fraud 888-397-3742
 - Trans Union Fraud 800-680-7289
- Social Security Agency (Fraud): 800-269-0271
- For Passports, Drivers and Professional licenses, see your local applicable agency
- Identity Theft Web site: www.ftc.gov
- Stolen Checks: See your bank for more information.

Credit Card Theft: Contact your Credit Card Company. Have the 800 number off the back of your card written down along with your account number. Keep them in a safe place.

FAMILY READINESS GROUP

1. Our Family Readiness Group is made out up of VFA-115 families, for VFA-115 families. It's the best way to meet other Eagle family members and make new friends. A six-month deployment is a common bond uniting our families in a unique and often stressful situation. The camaraderie, as well as the sharing of experiences and solutions, can make this deployment easier on everyone.

2. Some of the activities of our Family Support Group include:

(a) Guest speakers at monthly meetings, offering helpful information and assistance to make navy life, and this deployment, a little less stressful.

(b) Family activities throughout the year and coordination of important airwing and ship events such as holiday functions and the ship's homecoming.

3. The Family Readiness Group work closely with the Ombudsman and the command to keep families informed of the ship's schedule and activities. The group also works to offer assistance in times of crisis. This is both a support system and social opportunity.

4. Undoubtedly, most people have busy schedules and many responsibilities. As your schedule permits, attempt to stay involved. Some may feel you don't need a support group. Maybe you don't, but you maybe able to help others who can use your expertise. Contact the EAGLE FRG officers for upcoming FRG activities.

VFA 115 FRG OFFICERS:
